Processing as the Gaining Agency (EHRP to EHRP)

1.	Click the **Administer Workforce** link. Administer Workforce
2.	Click the **Administer Workforce (USF)** link. Administer Workforce (USF)
3.	Click the **Use** link. Use
4.	Click the **HR Processing** link. HR Processing
5.	Select the appropriate employee's record. Click in the **Last Name** field.
6.	Enter the desired information into the **Last Name** field. Enter a valid value, e.g. "**HILL**".
7.	Click the **Search** button. Search
8.	Select the desired employee. 0046 0 HILL,ZELDA HILL
9.	NOTE: The Data Control page will be populated with the most recent personnel action performed for the selected employee. Click the **Add a new row at row 1** button. +
10.	Triple-click the **Actual Effective Date** object.
11.	In the **Actual Effective Date** field, type the date the reinstatement is to become effective in the system. Enter the desired information into the **Actual Effective Date** field. Enter a valid value, e.g. "**12/10/2003**".
12.	Click in the ***Action** field.
13.	Enter "REH" (Rehire), in the **Action Code** field. Enter the desired information into the ***Action** field. Enter a valid value, e.g. "**REH**".
14.	Click in the ***Reason Code** field.
15.	Enter the desired information into the ***Reason Code** field. Enter a valid value, e.g. "**REH**".
16.	Click in the **NOA Code** field.

17.	Enter **NOA** (Nature of Action) **Code** "140" (Reinstatement Career). Enter the desired information into the **NOA Code** field. Enter a valid value, e.g. "**140**".
18.	Click in the **NOA Ext** field.
19.	Enter the desired information into the **NOA Ext** field. Enter a valid value, e.g. "**0**".
20.	Click in the **Authority (1)** field.
21.	Enter the applicable authority in the **Authority (1)** field. Enter the desired information into the **Authority (1)** field. Enter a valid value, e.g. "**KQM**".
22.	Enter **Authority (2)**, if applicable. Click in the **PAR Request#** field.
23.	In the **PAR Request #** field, enter the applicable PAR Request number. Enter the desired information into the **PAR Request#** field. Enter a valid value, e.g. "**0000957043**".
24.	Click the **PAR Remarks** link. PAR Remarks
25.	Enter the applicable **Remark CD** (Code) and tab out of the field to see the text of the remark. Enter the desired information into the **Remark CD** field. Enter a valid value, e.g. "**A01**".
26.	Press **[Tab]**.
27.	Click the **Ok** button. OK
28.	Click the **Tracking Data** link. Tracking Data
29.	Enter any necessary **Comment** or review comments make by management. NOTE: There is a 30 character limit in the **Comment** field.
30.	Click the **Ok** button. OK
31.	Click the **Personal Data** tab. Personal Data
32.	NOTE: This page will be populated with information from the previous PAR record. Modify the data as necessary. Scroll as necessary to view the rest of the page. Click the horizontal scrollbar.
33.	Click the **Address Information** link. Address Information

34.	NOTE: This page will be populated with information from the previous PAR record. If any of the employee's address data has changed, modify the data. Scroll as necessary to view the rest of the page. Click the horizontal scrollbar.
35.	Click the **Ok** button. OK
36.	Click the **Veterans Info** link. Veterans Info
37.	NOTE: This page will be populated with information from the previous PAR record. If any of the employee's data has changed, modify the data. Click the **Ok** button. OK
38.	Click the **Job** tab. Job
39.	Enter the Position number. NOTE: Be sure to select the position from within the appropriate business unit.
40.	The Position Override checkbox will allow the user to modify the position management data for this employee. This function is to be used on a limited basis for extreme EXCEPTIONS. If the box is checked, the employee's data must be maintained manually, and automatic action functionality will be disabled for this employee record.
41.	Click the **Benefits/FEHB Data** link. Benefits/FEHB Data
42.	Select the appropriate radio button to indicate FEHB Eligibility. If the employee is Not Eligible for FEHB, enter the date on which they will qualify for the benefit in the **FEHB Date** field.
43.	Click the **Ok** button. OK
44.	Click the **FEGLI/Retirement/FICA** link. FEGLI/Retirement/FICA
45.	- Confirm the default of "**C0**" ("Basic Only") or modify the **FEGLI Code**. - Confirm the default of "**K**" ("FERS and FICA") or modify the **Retirement Plan**. - Select the **FERS Coverage** from the dropdown menu, if applicable. - Select the **Previous Retirement Coverage** from the dropdown menu, if applicable. - Confirm the default of "**9**" (Not Applicable) or modify the **Annuitant Indicator**. - Enter the **Annuity Commencement Date**, if applicable.

46.	For **CSRS Frozen Service**, enter the appropriate service time, if applicable.
47.	Confirm the default of "N" or modify the **FICA Status-Employee** field.
48.	Click the **Ok** button. OK
49.	Click the **Position** tab. Position
50.	Click the **SF-113G Ceiling** checkbox, if applicable.
51.	Click the **Employee Classification** list.
52.	Select the **Employee Classification** from the dropdown menu, if applicable. NOTE: This field is only used for Indian Preference.
53.	Click the **Type Appt** list. Career-Conditional (Comp Perm)
54.	Select the **Type Appt** from the dropdown menu. Nonpermanent (Comp NonPerm)
55.	Click the ***Job Indicator** list. Primary
56.	Select the **Job Indicator** from the dropdown menu. Primary
57.	Click the **Compensation** tab. Compensation
58.	Click the **Pay Rate Determinant** list. Regular Rate
59.	Select the **Pay Rate Determinant** from the dropdown menu. Retained Grade - Same Posn
60.	Double-click in the **Step** field. 0
61.	NOTE: For those employees that do not have a step,"0" should be entered in the **Step** field. Enter the desired information into the **Step** field. Enter a valid value, e.g. "**0**".
62.	If an employee is an annuitant, enter the **Annuity Offset Amount** as a per hour value. Click in the **Annuity Offset Amount** field.
63.	Enter the desired information into the **Annuity Offset Amount** field. Enter a valid value, e.g. "**.75**".
64.	Click the **Expected Pay** link. Expected Pay

65.	Verify the read-only information. Scroll as necessary to view the rest of the page. Click the horizontal scrollbar.
66.	Click the **Ok** button. OK
67.	Click the **Accounting Info** link. Accounting Info
68.	The Common Account Number (CAN) is a required field and must be entered to process the appointment. Enter the CAN in the **Account Code** field .
69.	Click the **Ok** button. OK
70.	Click the **Employment 1** tab. Employment 1
71.	Click the **Filling Position Data** link. Filling Position Data
72.	Click the **Position Filled By** list.
73.	Select the appropriate value from the dropdown. Outside Dept-Not Comp Prom
74.	Click the **Ok** button. OK
75.	Click the **Appt Data** link. Appt Data
76.	Confirm or modify the **Special Employment Program**, if applicable.
77.	Click the **Ok** button. OK
78.	In the Service Computation Dates section, modify the **Leave** date, if applicable. NOTE: The Service Computation Dates will default to the hire date, modify if the the employee has creditable service.
79.	- Modify the **RIF (Reduction in Force)** date, if applicable. - Enter the **LEO (Law Enforcement Officer)** date, if applicable. - Modify the **Retire** date, if applicable. - Modify the **TSP (Thrift Savings Plan)** date, if applicable. - Modify the **Sev (Severance) Pay** date, if applicable.

80.	NOTE: The **WGI Status** will default to "Waiting." NOTE: The **WGI Due Date** will populate automatically. THIS IS WIGI DUE DATE NOT WIGI START DATE. Modify the **LEI Date**, if applicable. NOTE: The **LEI Date** is the date of the last equivalent increase for this employee. This is usually the date of the last WGI.
81.	Click the **Employment 2** tab. Employment 2
82.	Enter the employee's **Union Code**, if applicable.
83.	Click in the **Reports To Position** field.
84.	Confirm or enter the appropriate **Reports To Position** for the employee. Enter the desired information into the **Reports To Position** field. Enter a valid value, e.g. "**00000028**".
85.	Click the **Tenure** list. Conditional
86.	Select the appropriate type of tenure. Conditional
87.	Enter or modify the employee's compensation area and level in the **Comp Level** field as applicable.
88.	Enter the completion date for the employee's probation in the in the **Probation Date** field, if applicable. NOTE: If this employee is a SES or Supervisor/Manager enter the probation completion date in the appropriate field.
89.	As applicable, enter the employee security information in the **Security Info** hyperlink.
90.	Return to the **Data Control** tab and change the PAR Status according to your role. Click the **Data Control** tab. Data Control
91.	Click the **Save** button. NOTE: Document the employee identification number (**EMPLID**) to facilitate processing benefits and pay documents. Save
92.	If education information requires updates, use the following navigaitional path: Home\Develop Workforce\Manage Competencies (GBL)\Use\Education
93.	Click the **Home** link. Home
94.	Click the **Develop Workforce** link. Develop Workforce
95.	Click the **Manage Competencies (GBL)** link. Manage Competencies (GBL)

96.	Click the **Use** link.
97.	Click the **Education** link.
98.	Select the appropriate employee. Click in the **Last Name** field.
99.	Enter the desired information into the **Last Name** field. Enter a valid value, e.g. "**HILL**".
100.	Click the **Search** button.
101.	Select the desired employee.
102.	NOTE: This page will be populated with information from the previous PAR record. If any of the employee's education data needs to be updated, modify the data.
103.	Click the **Save** button.
104.	The information is saved. **End of Procedure.**